ScanTools
Installation of Application

Please follow the steps below to install the enclosed ScanTools application files. Please check the application thoroughly for completeness, as you are the final quality control. This can be accomplished by simply scanning a few forms, and comparing the recorded data to the scanned form. I have checked the program and am confident that it will perform to your expectations. If however, you find there have been any omissions on the part of NCS Pearson inside the written and agreed upon specifications, I will fix them immediately at no charge. If the requested changes fall outside of the written specifications, there will be a charge of $125.00 per hour. If you have any questions and/or problems with this installation, please feel free to contact me at 800-735-2566 ext.1399 or emenheiser@ncs.com.

1. Make sure that you don't already have the ScanTools application #300 & 301 loaded on your machine. If so, the application number should be changed to avoid the possibility of over-writing your existing application

2. Open the ScanTools for Windows program

3. Place the floppy disk into the A: drive of your computer

4. Open the configure menu at the top of the main ScanTools screen

5. Scroll down to the install application

6. Click on the A:\drive

7. Highlight ALL listed files

8. Click - OK

9. That should conclude the installation of you application files.

10. Confirmation will be given when the program was successfully installed.

11. Once the installation is complete. Pull down the application list box located at the top of the screen and your new applications should be listed.

12. Repeat step 10 for the Conversion and Data files prior to scanning

Thank you for choosing NCS Pearson as your programming / processing provider and allowing us to work with you on this programming project. I look forward to working you in the future. NCS Pearson offers total processing solutions and a variety of additional services, which include scanning, report generation as well as database creation and Internet programming.

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